



N A S C S P

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Community Services Block Grant Information System Survey (CSBG IS) *Demographics*

Presented by
**The National Association for
State Community Services Programs**



CSBG Information System Survey

- The CSBG IS Sections collects data on:
 - Funding (Sections A, B, E & F)
 - General State Office Information (Section C)
 - Success Stories (Section D)
 - *Who We Served (Section G)*
 - Results of our services (ROMA NPI)



Section G – Form 295

Program Participant Characteristics

- All client demographic data, whether or not funded directly by CSBG or ARRA CSBG, should be reported.
- The purpose of this form is to gather information on *all* clients served by your agency.



Form 295 – Unduplicated Clients

- Item 2: Unduplicated **persons** with **one or more characteristics** obtained

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS

2 Total unduplicated number of persons about whom one or more characteristics were obtained

3 Total unduplicated number of persons about whom no characteristics were obtained

Blue Highlighted Sections represent demographics collected on FAMILIES

4 Total unduplicated number of families about whom one or more characteristics were obtained

5 Total unduplicated number of families about whom no characteristics were obtained

- Item 3: Unduplicated **persons** with **NO characteristics** obtained



Form 295 – Unduplicated Clients

- Item 4: Unduplicated **families** with **one or more characteristics** obtained

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS

- | | | |
|---|---|--|
| 2 | Total unduplicated number of persons about whom one or more characteristics were obtained | |
| 3 | Total unduplicated number of persons about whom no characteristics were obtained | |

Blue Highlighted Sections represent demographics collected on FAMILIES

- | | | |
|---|--|--|
| 4 | Total unduplicated number of families about whom one or more characteristics were obtained | |
| 5 | Total unduplicated number of families about whom no characteristics were obtained | |

- Item 5: Unduplicated **families** with **NO characteristics** obtained



Form 295 – Unduplicated Clients

Common question:

- *In Items 2-5, how should a family of 5 (with known characteristics) be reported?*

Answer:

- *The family should be recorded in two items:*
 - As **one** family in Item 4 unduplicated families, and
 - As **five** individuals in Item 2 unduplicated persons.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS

- | | |
|---|--|
| 2 Total unduplicated number of persons about whom one or more characteristics were obtained | |
| 3 Total unduplicated number of persons about whom no characteristics were obtained | |

Blue Highlighted Sections represent demographics collected on FAMILIES

- | | |
|--|--|
| 4 Total unduplicated number of families about whom one or more characteristics were obtained | |
| 5 Total unduplicated number of families about whom no characteristics were obtained | |



Form 295 – Unduplicated Clients

- **Example 1:**

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS

2 Total unduplicated number of persons about whom one or more characteristics were obtained	500
3 Total unduplicated number of persons about whom no characteristics were obtained	

Blue Highlighted Sections represent demographics collected on FAMILIES

4 Total unduplicated number of families about whom one or more characteristics were obtained	750
5 Total unduplicated number of families about whom no characteristics were obtained	

Is this valid data?



Form 295 – Unduplicated Clients

- **Example 2:**

<i>Yellow Highlighted Sections represent demographics collected on INDIVIDUALS</i>	
2 Total unduplicated number of persons about whom one or more characteristics were obtained	3825
3 Total unduplicated number of persons about whom no characteristics were obtained	
<i>Blue Highlighted Sections represent demographics collected on FAMILIES</i>	
4 Total unduplicated number of families about whom one or more characteristics were obtained	3600
5 Total unduplicated number of families about whom no characteristics were obtained	

Is this valid data?



Form 295 – Unduplicated Clients

- The numbers reported for Individuals and Families served would rarely be identical.
- It is important that you capture all program participant data. This will include all participants who received ARRA related services.
- How can you have an unduplicated count if you do not have characteristics collected?



Form 295 – Unduplicated Clients

Common question:

- *Should I report data on Information and Referrals and Food Boxes in Form 295?*

Answer:

- *Not unless you have a way of documenting them to get an unduplicated count (Social Security number, client tracking number, etc.).*
- *You can report I&R, food boxes, and other service counts in the NEW NPI 6.5.*



Form 295 – Individual Demographics

- Item 6: Gender
- Item 7: Age
- Item 8: Ethnicity/Race

❖ Data Check:

The sum of each of these categories should not exceed the value in Item 2:

*Unduplicated **persons** with one or more characteristics obtained.*

6. Gender		Number of Persons*
a. Male		
b. Female		
*Total		
7. Age		Number of Persons*
a. 0-5		
b. 6-11		
c. 12-17		
d. 18-23		
e. 24-44		
f. 45-54	Sum of 7e thru 7h =	
g. 55-69		
h. 70+		
*Total		
8. Ethnicity/Race		
I. Ethnicity		
a. Hispanic or Latino		
b. Not Hispanic or Latino		
*Total		
II. Race		
a. White		
b. African American		
c. Native American and Alaskan Native		
d. Asian		
e. Native Hawaiian and Other Pacific Islander		
f. Other		
g. Multi-Race (any 2 or more of the above)		
*Total		



Form 295 – Individual Demographics

- Please note that Item 9 is the **education levels of adults 24 years old and older**. This is the only question that specifies age limits on Section G.

9. Education Level of Adults		Number of Persons 24+**	
a. 0-8			
b. 9-12/non-graduate			
c. High sch. Grad./GED			
d. 12+ some post secondary			
e. 2 or 4 yr. College graduates			
**Total			

10. Other Characteristics		Number of Persons	
	Yes	No	Total*
a. Health insurance			
b. Disabled			

- Item 10: Other Characteristics

- This question has been changed, it now asks specifically how many individuals responded yes or no to whether or not they had Health Insurance or are Disabled.



Form 295 – Individual Demographics

- Item 11: Family Type
- Item 12: Family Size

❖ Data Check:

The sum of each of these categories should not exceed the value in Item 4 **unduplicated families** with one or more characteristics obtained.

11. Family Type	Number of Families***
a. Single parent/female	
b. Single parent/male	
c. Two-parent household	
d. Single person	
e. Two adults - no children	
f. Other	
***Total	

12. Family Size	Number of Families ***
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
***Total	



Form 295 – Individual Demographics

❖ Data Check:

*Ideally, Item 11. d **Single Person** and Item 12.a **One Person Family** should match!*

11. Family Type	Number of Families***
a. Single parent/female	
b. Single parent/male	
c. Two-parent household	
d. Single person	
e. Two adults - no children	
f. Other	
***Total	

12. Family Size	Number of Families ***
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
***Total	



Form 295 – 13. Sources of Family Income

Sources of Income

- This survey does NOT collect data on Food stamps, Medicaid, LIHEAP, and any other in-kind benefits. Thus, you would **not** add this information to Item 13, even if your data collection system has it available.

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	<input type="text"/>
b.	Unduplicated # of Families Reporting No Income	<input type="text"/>
Total UNDUP Families who responded as either having a source of income or having no income		<input type="text"/>
Record the sources of each family income as reported in 13a above:		
c.	TANF	<input type="text"/>
d.	SSI	<input type="text"/>
e.	Social Security	<input type="text"/>
f.	Pension	<input type="text"/>
g.	General Assistance	<input type="text"/>
h.	Unemployment Insurance	<input type="text"/>
i.	Employment + other source	<input type="text"/>
j.	Employment only	<input type="text"/>
k.	Other:	<input type="text"/>



Form 295 – 13. Sources of Family Income

Sources of Income

- Item 13a: Total unduplicated # of families reporting one or more sources of income
- Item 13b: Total unduplicated # of families reporting **ZERO** income.
- **TOTAL** unduplicated # Families who responded as either having a source of income or having zero income.

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	
b.	Unduplicated # of Families Reporting No Income	
Total UNDUP Families who responded as either having a source of income or having no income		0
Record the sources of each family income as reported in 13a above:		
c.	TANF	
d.	SSI	
e.	Social Security	
f.	Pension	
g.	General Assistance	
h.	Unemployment Insurance	
i.	Employment + other source	
j.	Employment only	
k.	Other:	

❖ **Data Check:** The sum of Items 13a + 13b should not exceed the value in Item 4 **unduplicated families** with one or more characteristics obtained.



Form 295 – 13. Sources of Family Income

Sources of Income

- Items 13 c-k are a detailed version of the total you listed in Item 13a.
 - Items 13 c-k are not mutually exclusive. **One family can have more than one source of income.**
- ◆ **Data Check:** The total for Items 13 c-k should be equal to or greater than Item 13a.

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	
b.	Unduplicated # of Families Reporting No Income	
Total UNDUP Families who responded as either having a source of income or having no income		0
Record the sources of each family income as reported in 13a above:		
c.	TANF	
d.	SSI	
e.	Social Security	
f.	Pension	
g.	General Assistance	
h.	Unemployment Insurance	
i.	Employment + other source	
j.	Employment only	
k.	Other:	



Form 295 – 13. Sources of Family Income

❖ Data Check:

- Take the total for Items 13 c-k and divide it by Item 13a.
- *Is the result a reasonable average number of sources of income per family?*

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	<input type="text"/>
b.	Unduplicated # of Families Reporting No Income	<input type="text"/>
Total UNDUP Families who responded as either having a source of income or having no income		<input type="text" value="0"/>
Record the sources of each family income as reported in 13a above:		
c.	TANF	<input type="text"/>
d.	SSI	<input type="text"/>
e.	Social Security	<input type="text"/>
f.	Pension	<input type="text"/>
g.	General Assistance	<input type="text"/>
h.	Unemployment Insurance	<input type="text"/>
i.	Employment + other source	<input type="text"/>
j.	Employment only	<input type="text"/>
k.	Other:	<input type="text"/>



Form 295 – 13. Sources of Family Income

Example 1:

- Item 13a = 525
- Item 13c-k = 400

Is this valid data?

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	525
b.	Unduplicated # of Families Reporting No Income	60
Total UNDUP Families who responded as either having a source of income or having no income		585
Record the sources of each family income as reported in 13a above:		
c.	TANF	90
d.	SSI	10
e.	Social Security	80
f.	Pension	20
g.	General Assistance	10
h.	Unemployment Insurance	40
i.	Employment + other source	50
j.	Employment only	60
k.	Other:	40



Form 295 – 13. Sources of Family Income

Example 2:

- Item 13a = 250
- Item 13c-k = 250

Is this valid data?

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	250
b.	Unduplicated # of Families Reporting No Income	30
Total UNDUP Families who responded as either having a source of income or having no income		280
Record the sources of each family income as reported in 13a above:		
c.	TANF	40
d.	SSI	10
e.	Social Security	50
f.	Pension	10
g.	General Assistance	10
h.	Unemployment Insurance	80
i.	Employment + other source	30
j.	Employment only	10
k.	Other:	10



Form 295 – 13. Sources of Family Income

Example 3:

- Item 13a = 150
- Item 13c-k = 1400

Is this valid data?

13.	Source of Family Income	Number of Families
a.	Unduplicated # of Families Reporting One or More Sources of Income***	150
b.	Unduplicated # of Families Reporting No Income	200
Total UNDUP Families who responded as either having a source of income or having no income		350
Record the sources of each family income as reported in 13a above:		
c.	TANF	50
d.	SSI	300
e.	Social Security	500
f.	Pension	150
g.	General Assistance	20
h.	Unemployment Insurance	30
i.	Employment + other source	50
j.	Employment only	200
k.	Other:	100



Form 295 – 14. Level of Family Income

- The following ranges for income level have been added to the IS survey for FY 2009 and FY 2010:

- f. 151% to 175%
- g. 176% to 200%
- h. 201% and over

❖ Data Check:

The sum of Item 14 should not exceed the value in Item 4 **unduplicated families** with one or more characteristics obtained.

14. Level of Family Income % of HHS guideline	Number of Families ***
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% and over	
***Total	



Form 295 – 15. Housing

- A homeless family is one that lacks a fixed, regular, and adequate nighttime residence.

15. Housing	Number of Families ***
a. Own	
b. Rent	
c. Homeless	
d. Other	
***Total	0

❖ Data Check:

The sum of Item 15 should not exceed the value in Item 4 **unduplicated families** with one or more characteristics obtained.



Form 295 – 16. Other Family Characteristics

16.	Other family characteristics	Number of Families***
a.	Farmer	
b.	Migrant Farmworker	
c.	Seasonal Farmworker	



Review prior to submission

- Now that you have finished these sections what do you do?
 - Check to ensure that all your data has been entered in correctly.
 - Review your FY 2010 CSBG report against your FY 2009 CSBG report, if there are major differences find out why and attach a memo explaining the variances.
 - Review Form 295 against the Census Poverty data for your area.